

July 17, 2015

REGULAR MEETING MINUTES
ILLINOIS CIVIL SERVICE COMMISSION
July 17, 2015

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 10:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

Fredrick H. Bates, Chairman; Anita M. Cummings, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; Andrew Barris, Assistant Executive Director; Barb Piwowarski, Illinois Department of Employment Security; Hardik Bhatt, Governor's Office, Prasad Alavilli, Mike Quinlan (by telephone), Deborah Hensey (by telephone) and John Logsdon (by telephone), Central Management Services; and Beth Duesterhaus (by telephone) and Kevin Waters (by telephone), Shared Services Center.

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD ON JUNE 19, 2015

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD ON JUNE 19, 2015.

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

At this time, in accordance with the Open Meetings Act and the Rules of the Civil Service Commission, Executive Director Daniel Stralka offered an opportunity for any person to address members of the Commission. Hearing no response, the meeting proceeded to the next agenda item.

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V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Department of Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	140.....	18
Agriculture	326.....	20
Arts Council	13.....	2
Capitol Development Board.....	47.....	0
Central Management Services.....	1,345.....	115
Children and Family Services	2,583.....	49
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	314.....	69
Commerce Commission	63.....	0
Corrections	11,230.....	98
Criminal Justice Authority	56.....	6
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	9.....	1
Emergency Management Agency.....	78.....	6
Employment Security	1,198.....	32
Environmental Protection Agency.....	754.....	18
Financial & Professional Regulation.....	443.....	49
Gaming Board	163.....	6
Guardianship and Advocacy	101.....	8
Healthcare and Family Services	2,010.....	26
Historic Preservation Agency.....	137.....	14
Human Rights Commission.....	13.....	2
Human Rights Department.....	134.....	9
Human Services	13,126.....	76
Illinois Torture Inquiry Relief Commission	3.....	1
Independent Tax Tribunal	1.....	0
Insurance	242.....	16
Investment Board	4.....	2
Juvenile Justice.....	1,023.....	25
Labor.....	102.....	11
Labor Relations Board Educational.....	10.....	2
Labor Relations Board State.....	15.....	2
Law Enforcement Training & Standards Bd.	18.....	2
Lottery.....	128.....	7
Military Affairs	121.....	3
Natural Resources	1,199.....	31
Pollution Control Board	19.....	2
Prisoner Review Board.....	16.....	0
Property Tax Appeal Board.....	30.....	1
Public Health.....	1,159.....	41
Racing Board.....	2.....	1
Revenue.....	1,683.....	54
State Fire Marshal	124.....	12
State Police.....	1,093.....	9
State Police Merit Board	5.....	2
State Retirement Systems	108.....	3
Transportation	2,253.....	0
Veterans' Affairs.....	1,352.....	9
Workers' Compensation Commission.....	125.....	11
TOTALS	45,129.....	872

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
- 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

* * *

C. Requests for 4d(3) Exemption

Executive Director Daniel Stralka reported the following:

- As to Item C, the agency requested a continuance to the August meeting. Staff had no objection to this request.
- As to Item D, these requests are all related to the Enterprise Resource Planning (ERP) program being managed by the Bureau of Communication and Computer Services (BCCS) in the Department of Central Management Services (CMS). On June 17, 2015 the Executive Director Stralka met with representatives of CMS who first outlined for Commission staff what the ERP program is and their initial perceived need for a number of principal policy exempt positions to successfully manage this project. On July 1 the Commission received these 21 requests along with supporting documentation including the recommendation of the Director of CMS to approve these requests. Staff reviewed these requests and had a number of inquiries about both the ERP program as well as the eligibility of the individual requests which were set forth in an email response on July 10. There were additional meetings with CMS on July 15 and 16 at which it was agreed that the technical experts at BCCS would appear before the Commission on July 17, 2015 to present the program details to the Commissioners, and then all but one position – Item D1 the Program Director – would be continued to the Commission’s August meeting which would allow CMS additional time to respond to the Staff inquiries. Prior to their presentation, Chairman Bates asked about the number of vacant positions in BCCS. Hardik Bhatt, the State Chief Information Officer as well as the Deputy Director of BCCS, indicated there were four. Chairman Bates asked for clarification that the request was for 21 exemptions which would be in addition to these four vacant positions. Hardik Bhatt responded affirmatively. Chairman Bates then stated to the agency representatives that the Commissioners will be expecting a full written response to the Staff’s July 10 email. He stressed the importance of getting this information to the Commissioners in advance of next month’s meeting so they may make an informed decision on these requests.

Hardik Bhatt then made a lengthy presentation to the Commissioners on the ERP program. He thanked the Commissioners and Staff for the opportunity to do so before going through his qualifications to undertake this project. He acknowledged the cooperation of the previous administration in starting the necessary procurement activities to get this project started and BCCS, like all State agencies, is waiting for resolution of the FY 2016 budget so the project may move forward.

Hardik Bhatt started by reviewing the findings of a Transition Team that concluded the State of Illinois is at a competitive disadvantage due to the lack of a unified system to manage its finances, human resources, procurement and other administrative services. The State presently has 400 different systems managed by individual agencies residing on the State’s mainframe computer. One of the consequences of this is that it takes the State between six and 12 months to

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generate its annual financial report which ranks next to last among all 50 states. The result is that at any given point in time, the State does not know with any specificity where its finances are. These issues were highlighted in the 2011 Auditor General Report which called for an overhaul of the State's financial reporting system.

The ERP program as being developed would remedy these failings by deploying a unified solution. With the participation of the Offices of the Comptroller and Treasurer, it promises to be the first such program that crossed Constitutional offices. This will lead to most of the 400 existing systems being phased out as the ERP programs are deployed over the next four to five years. It will also benefit staffing as it will be easier to find employees with ERP skills as opposed to mainframe skills. Hardik Bhatt also noted that BCCS will continue to have management information responsibilities unrelated to the ERP even after deployment so there may not be an impact on existing BCCS exempt positions. Essentially the State will be moving from a structure of unconnected systems to a one unified connected system as it relates to data management. This current structure puts the State of Illinois 15-20 years behind the times.

The biggest change will be every agency having to reinvent their business processes, as well as ensure that their policies and procedures match the new business processes. That is why a large part of this transformation is going to be about selling the ERP program to State employees. The ERP program is not about changing the software to fit the business processes of any one agency, but for the agency to change its business processes to fit the software. That is why the State Leadership Team for the ERP program is made up of agency heads and other high level employees; the change is going to come from the top down. Hardik Bhatt added that there are four high level contractors also involved in this process. Chairman Bates inquired whether that would lead to a loss of accountability. Hardik Bhatt indicated that the opposite would occur since the work will be divided among them and they will be competing against each other for work that is put to contract. He clarified the role of each contractor so far in response to an inquiry from Commissioner Cummings.

After going through the aggressive four and a half year timeline for the ERP program, Hardik Bhatt addressed the governing structure which includes the requested exempt positions. The ERP Program Director (Item D1) is the head of the program. At the next organizational level are the Program Managers (Items D2, D13, D14, D15, D21) who are the key project managers for the ERP program. Item D2 manages the work streams of what work actually gets done. Item D13 will work on the resources and budget while Item D14 will focus on the risk areas that will continually need to be mitigated. Item D15 will focus on quality management so the programs are being developed correctly and the changes that need to occur in the agencies are taking place. Item D21 will oversee compliance with the ERP program contracts. These four positions will be the leaders of the entire project which will ultimately utilize the resources of all 21 requested exempt positions, four contractors, and 70-100 employees in individual agencies though not on a full-time basis. Chairman Bates commented that the

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presentation certainly indicates the need for the ERP program, but the role of the Commission is, first and foremost, to determine if the positions will qualify for exemption in accordance with the Personnel Code. Hardik Bhatt replied that a majority of the 21 requested positions will have a direct role in how the State does business by changing policies, procedures and processes so they will be playing critical senior level roles.

Hardik Bhatt then explained the roles of the Program Oversight Group, the Steering Committee, and the Advisory Board which will be to ensure the ERP program is moving in the right direction. They will have high level governance responsibility and authority. Going back to the requested positions, Item D19 is a key position because it will lead change enablement. Hardik Bhatt referenced the ten Functional Experts (Items D3 – D12) as people who understand their specific functional areas and then uniformly change the business processes across agency lines. These are followed by the three technology leads (Items D16 – D18). Chairman Bates inquired if the Functional Experts will be affecting policy change. Hardik Bhatt indicated they would by working on how each of their functional areas gets created. Chairman Bates then inquired where candidates for these functional positions would be coming from. Hardik Bhatt replied that some would be coming from existing personnel in agencies. Hardik Bhatt explained how it is anticipated that post-deployment there would be a need for only nine exempt positions to manage the ERP program. Chairman Bates noted that it will be helpful for it to be determined which of these 21 positions are anticipated to be temporary.

Hardik Bhatt indicated the estimated cost of the ERP program is \$242,000,000.

Chairman Bates described the presentation as very helpful but reiterated that the Commission does not want to stand in the way of implementation of the ERP program but is obligated to follow our statutory mandate. The Commission does not have the discretion to approve exemptions based on the worthiness of the underlying program. The positions must meet the statutory definition.

Commissioner Cummings inquired where the funding was coming for the ERP program. Hardik Bhatt replied that there are several options with the first being part of a capitol program and a fallback being to charge the expense to each agency spread across five years. Commissioner Cummings then asked whether BCCS considered seeking the exemptions as they are needed since it is such a long-term program as opposed to requesting all 21 positions at once. Chairman Bates replied that it appears to be the opposite scenario whereby the ERP program would start with 21 and then scale back over time. Hardik Bhatt concurred with this. Commissioner Cummings expressed her appreciation for the presentation and noted the ambitious nature of the project.

Executive Director Stralka then indicated to the Commissioners that there had been an agreement with the agency that Staff would recommend approval for Item D1 which is the Program Director position while the remaining requests would be continued until the August meeting.

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It was also the consensus of the Commissioners that the ERP program Presentation to the Civil Service Commission be attached to the Minutes of the meeting.

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0, TO GRANT THE EXEMPTION REQUEST FOR THE FOLLOWING POSITION:

D1: Enterprise Resource Planning (ERP) Program Director (Bureau of Communication and Computer Services [BCCS])

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND THE MOTION ADOPTED 4-0, TO CONTINUE TO AUGUST 21, 2015 THE EXEMPTION REQUESTS FOR THE FOLLOWING POSITIONS:

- C: Chief Budget Officer (State Police)**
- D2: Manager of Work Management Program (BCCS-ERP)**
- D3: Functional Expert-General Ledger (BCCS-ERP)**
- D4: Functional Expert-Accounts Receivable (BCCS-ERP)**
- D5: Functional Expert-Accounts Payable (BCCS-ERP)**
- D6: Functional Expert-Asset Management (BCCS-ERP)**
- D7: Functional Expert-Procurement (BCCS-ERP)**
- D8: Functional Expert-Grants Management (BCCS-ERP)**
- D9: Functional Expert-Budgeting (BCCS-ERP)**
- D10: Functional Expert-Personnel (BCCS-ERP)**
- D11: Functional Expert-Payroll (BCCS-ERP)**
- D12: Functional Expert-Performance Management (BCCS-ERP)**
- D13: Manager of Resource Management (BCCS-ERP)**
- D14: Manager of Issue and Risk Management (BCCS-ERP)**
- D15: Manager of Technical and Quality Management (BCCS-ERP)**
- D16: Legacy System Lead (BCCS-ERP)**
- D17: Development Lead (BCCS-ERP)**
- D18: Testing Lead (BCCS-ERP)**
- D19: Manager of Change Management (BCCS-ERP)**
- D20: Communications Manager (BCCS-ERP)**
- D21: Manager of Contract and Policy Management (BCCS-ERP)**

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The following 4d(3) exemption request was granted on July 17, 2015:

D1. Illinois Department of Central Management Services

Position Number	40070-37-14-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication and Computer Services (BCCS)
Functional Title	Enterprise Resource Planning (ERP) Program Director
Incumbent	Vacant
Supervisor	Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

The following 4d(3) exemption requests were continued to August 21, 2015:

C. Illinois State Police – proposed exemption

Position Number	40070-21-00-930-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of the Director
Functional Title	Chief Budget Officer
Incumbent	Vacant
Supervisor	First Deputy Director who reports to the Director
Location	Sangamon County

D2. Illinois Department of Central Management Services

Position Number	40070-37-14-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Work Management Program
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D3. Illinois Department of Central Management Services

Position Number	40070-37-14-100-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-General Ledger
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D4. Illinois Department of Central Management Services

Position Number	40070-37-14-100-15-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Receivable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D5. Illinois Department of Central Management Services

Position Number	40070-37-14-100-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Payable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D6. Illinois Department of Central Management Services

Position Number	40070-37-14-100-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Asset Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D7. Illinois Department of Central Management Services

Position Number	40070-37-14-100-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Procurement
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D8. Illinois Department of Central Management Services

Position Number	40070-37-14-100-50-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Grants Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D9. Illinois Department of Central Management Services

Position Number	40070-37-14-100-60-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Budgeting
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D10. Illinois Department of Central Management Services

Position Number	40070-37-14-100-70-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Personnel
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D11. Illinois Department of Central Management Services

Position Number	40070-37-14-100-80-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Payroll
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D12. Illinois Department of Central Management Services

Position Number	40070-37-14-100-90-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert – Performance Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D13. Illinois Department of Central Management Services

Position Number	40070-37-14-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Resource Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D14. Illinois Department of Central Management Services

Position Number	40070-37-14-300-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Issue and Risk Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D15. Illinois Department of Central Management Services

Position Number	40070-37-14-400-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Technical and Quality Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D16. Illinois Department of Central Management Services

Position Number	40070-37-14-400-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Legacy System Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D17. Illinois Department of Central Management Services

Position Number	40070-37-14-400-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Development Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D18. Illinois Department of Central Management Services

Position Number	40070-37-14-400-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Testing Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D19. Illinois Department of Central Management Services

Position Number	40070-37-14-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Change Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D20. Illinois Department of Central Management Services

Position Number	40070-37-14-500-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Communications Manager
Incumbent	Vacant
Supervisor	Manager of Change Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D21. Illinois Department of Central Management Services

Position Number	40070-37-14-600-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Contract and Policy Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

The following class title was submitted for creation by the Director of the Illinois Department of Central Management Services (CMS):

B. Public Safety Drug Screening Specialist

Staff Analysis: Assistant Executive Director Andrew Barris explained that the creation of the new class was agreed to through the collective bargaining process and the new class was more in line with the guidelines for class specification as set forth in the Rules of the Civil Service Commission by identifying and distinguishing the class' duties and responsibilities as compared to the generically written Administrative Assistant II class.

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IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO APPROVE THE CREATION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE AUGUST 1, 2015:

B. Public Safety Drug Screening Specialist

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND THE MOTION ADOPTED 4-0 TO DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY.

VII. MOTION TO CLOSE A PORTION OF THE MEETING

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE THE MOTION ADOPTED 4-0 TO CLOSE A PORTION OF THE MEETING PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT.

BATES	YES	CUMMINGS	YES
KREY	YES	URLACHER	YES

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VIII. RECONVENE THE OPEN MEETING

Upon due and proper notice the regular open meeting of the Illinois Civil Service Commission was reconvened at 160 North LaSalle Street, Suite S-901, Chicago, Illinois at 11:37 a.m.

PRESENT

Fredrick H. Bates, Chairman; Anita M. Cummings, Susan Moylan Krey, and Casey Urlacher, Commissioners; Daniel Stralka, Executive Director; and Andrew Barris, Assistant Executive Director.

IX. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department.

Agency	5/31/15	6/30/15	6/30/14
Aging	0	0	2
Central Management Services	2	1	6
Children and Family Services	3	2	6
Corrections	0	0	1
Criminal Justice Authority	0	0	1
Healthcare and Family Services	3	3	10
Historic Preservation Agency	0	0	5
Human Rights	0	0	1
Human Services	8	4	4
Insurance	0	0	1
Juvenile Justice	0	0	1
Natural Resources	3	0	28
Revenue	6	7	3
State Retirement Systems	4	5	3
Veterans' Affairs	0	0	1
Totals	29	22	73

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X. INTERLOCUTORY APPEAL

DA-37-15

Employee	Mary Alice Stouffe	Appeal Date	3/10/15
Agency	Human Services	Decision Date	7/06/15
Type	Discharge	ALJ	Andrew Barris
Issue(s)	Motion To Dismiss filed for non-compliance with Personnel Rules Section 302.705	Proposal for Decision	Motion to Dismiss granted subject to approval of Commission.

IT WAS MOVED BY COMMISSIONER KREY, SECONDED BY COMMISSIONER CUMMINGS, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO GRANT THE MOTION TO DISMISS BECAUSE THE ILLINOIS DEPARTMENT OF HUMAN SERVICES DID NOT COMPLY WITH SECTION 302.705 OF THE PERSONNEL RULES.

**BATES YES CUMMINGS YES
KREY YES URLACHER YES**

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-7-15

Employee	Josie Day	Appeal Date	7/28/14
Agency	Juvenile Justice	Decision Date	7/02/15
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO UPHOLD THE DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED JULY 2, 2015.

**BATES YES CUMMINGS YES
KREY YES URLACHER YES**

DA-26-15

Employee	Sybil R. Watson	Appeal Date	12/04/14
Agency	Veterans' Affairs	Decision Date	06/30/15
Appeal Type	Discharge	Proposal for	10-day suspension in lieu of discharge.
ALJ	Daniel Stralka	Decision	

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER CUMMINGS, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE THAT THE PARTIALLY PROVEN CHARGES WARRANT A 10-DAY SUSPENSION PLUS THE DURATION OF HER SUSPENSION PENDING DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED JUNE 30, 2015.

**BATES YES CUMMINGS YES
KREY YES URLACHER YES**

DA-30-15

Employee	Andrea Thompson	Appeal Date	1/06/15
Agency	Human Services	Decision Date	7/02/15
Appeal Type	Discharge	Proposal for	Discharge upheld.
ALJ	Andrew Barris	Decision	

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO UPHOLD THE DISCHARGE FOR THE REASONS SET FORTH IN THE PROPOSAL FOR DECISION DATED JULY 2, 2015.

**BATES YES CUMMINGS YES
KREY YES URLACHER YES**

July 17, 2015

XII. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-48-15

Employee	Lori M. Contes	Appeal Date	5/29/15
Agency	Corrections	Decision Date	7/01/15
Appeal Type	Discharge	Proposal for	Dismissed; withdrawn.
ALJ	Andrew Barris	Decision	

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND BY ROLL CALL VOTE OF 3-1 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL AS IT WAS WITHDRAWN BY THE EMPLOYEE ON JUNE 22, 2015.

BATES	NO	CUMMINGS	YES
KREY	YES	URLACHER	YES

DA-50-15

Employee	Melissa K. Bokus	Appeal Date	6/15/15
Agency	Veterans' Affairs	Decision Date	6/22/15
Appeal Type	Discharge	Proposal for	Dismissed; withdrawn.
ALJ	Andrew Barris	Decision	

IT WAS MOVED BY COMMISSIONER URLACHER, SECONDED BY COMMISSIONER KREY, AND BY ROLL CALL VOTE OF 4-0 THE MOTION ADOPTED TO AFFIRM AND ADOPT THE PROPOSAL FOR DECISION OF THE ADMINISTRATIVE LAW JUDGE TO DISMISS THE APPEAL AS IT WAS WITHDRAWN BY THE EMPLOYEE ON JUNE 22, 2015.

BATES	YES	CUMMINGS	YES
KREY	YES	URLACHER	YES

XIII. STAFF REPORT

Executive Director Daniel Stralka reported that:

- The informational e-mail notifications to the list of merit comp employees impacted by the Management Bill is now complete. There were 1,216 emails sent out which garnered over 30 responses seeking information about the Commission's activities from the recipients.
- The final count of appeals for fiscal year 2015 was 53. This is up from 49 in fiscal year 2014.

July 17, 2015

- The Commission's fiscal year 2016 appropriation remains outstanding as all others in the State are. Due to recent court rulings, employee payrolls will continue to be processed.

XIV. ANNOUNCEMENT OF NEXT MEETING

Announcement was made of the next regular open meeting to be held Friday, August 21, 2015 at 1:30 p.m. in the Commission's Springfield office.

XV. MOTION TO ADJOURN

IT WAS MOVED BY COMMISSIONER CUMMINGS, SECONDED BY COMMISSIONER URLACHER, AND THE MOTION ADOPTED 4-0 TO ADJOURN THE MEETING AT 11:40 A.M.